

C. I. G. Administrative Instructions

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UNCLASSIFIED

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CENTRAL INTELLIGENCE ~~GROUP~~ AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION

1/2/01/1001/

NUMBER [REDACTED]

24 April 1947

SUBJECT: Leave Without Pay (LWOP)

Indexed 5/28/47
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STATINTL

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED1. PURPOSE

The purpose of this memorandum is to set forth and standardize the procedure to be followed in the granting of Leave Without Pay.

2. DEFINITION

Leave Without Pay (LWOP) is defined by the Civil Service Commission as "Temporary non-pay status and absence from duty granted upon employee's request". This is not to be confused with suspension, furlough or time spent in military service, which are covered under other regulations.

3. AUTHORIZATION

The Authorization of LWOP is a matter of administrative discretion and therefore may not be demanded as a right of employees or imposed as a penalty. All LWOP in excess of 60 days, must be approved by the Chief, Personnel Division.

4. CONDITIONS FOR GRANTING LWOP

a. A basic condition for approval of extended LWOP should be reasonable expectation that the employee will return at the end of the approved period. In addition, at least one of the following benefits should result from such absence.

b. Protection or improvement of employee's health (maternity leave, convalescent leave, etc.). Maternity leave must be granted unless the employee has no intention of returning to duty.

c. Retention of a desirable employee.

d. Increased ability to perform the duties of the position. One year's LWOP will be granted to an employee who wishes to return to a college or university to continue his education providing that the subjects he intends to pursue are such that they could be expected to increase the employee's worth to his position, and CIG following the completion of this one-year period of additional training. In each case the employee will be required to submit to his Supervisor a list of the subjects to be taken with his request for such leave without pay.

STATINTL

RENUMBERED PER CIA GENERAL ORDER [REDACTED]

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EFFECTIVE 30 JUNE 1947, CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

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e. Providing means for an overseas employee to return to this country for personal reasons, such as family illness.

f. To preserve continuity of service in case of injury or sickness incurred in line of duty, where an employee is granted L/OI in connection with such injury or sickness.

5. PROCEDURE

L/OI will not be authorized initially for any period in excess of twelve (12) months. Requests for any like or shorter period should adhere to the conditions stated above.

a. The employee should request L/OI from his supervisor, giving proper justification.

b. For periods less than sixty (60) days, notice of action will not be issued, and employees will continue to be reported on Form 1130.

c. For extended L/OI, sixty (60) days or longer, Personnel Action notice will be issued. The Office concerned will submit CIG Form 37-3 "Personnel Action Request" to the Personnel Division at least one week in advance of the effective date of the employee's release from active duty.

d. The Transaction and Records Section, Personnel Division, will give the office concerned advance notice of the expiration of L/OI so that the employee can be contacted and the Form 37-3, requesting return to duty, can be properly submitted.

e. In the event an employee does not return from L/OI at the designated time, has not had an extension granted or has not indicated that he will return, it will be necessary to terminate the employee's services due to "Abandonment of Position".

f. An extension or renewal of extended L/OI will also require a personnel action. The office concerned will, therefore, submit Form 37-3 requesting "Extension of L/OI" in accordance with the above conditions.

6. REVIEW OF REQUESTS

The office concerned will be responsible for preliminary review and approval of all requests for L/OI for conformance with CIG policy. In cases where justification for L/OI is questionable, the Personnel Division should be contacted for technical advice.

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7. FILLING L.O.I. POSITION


A position occupied by an employee on extended L.O.I. may be filled by a temporary appointment. In such instance, the office should submit a separate Form 37-3 requesting "Establishment of a Temporary Identical Additional Position", stating the reasons under "Remarks". The Personnel Division will take appropriate action to fill the temporary position. The temporary incumbent of the position must be removed by reassignment or termination by the effective date of the return to duty of the regular incumbent of the position.

8. CEILINGS

An individual on extended L.O.I., sixty (60) days or over, will not be charged against the Personnel Ceiling of the office concerned. However, an employee temporarily filling the position of an employee on extended L.O.I. will be charged against the ceiling.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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CENTRAL INTELLIGENCE GROUP
Washington, D. C.

MEMORANDUM
NUMBER

AI

24 April 1947

SUBJECT: Leave Without Pay (LWP)

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. PURPOSE

The purpose of this memorandum is to set forth and standardize the procedure to be followed in the granting of Leave Without Pay.

2. DEFINITION

Leave Without Pay (LWP) is defined by the Civil Service Commission as "Temporary non-pay status and absence from duty granted upon employee's request." This is not to be confused with suspension, furlough or time spent in military service, which are covered under other regulations.

3. AUTHORIZATION

The Authorization of LWP is a matter of administrative discretion and therefore may not be demanded as a right of employees or imposed as a penalty. All LWP in excess of 60 days, must be approved by the Chief, Personnel Division.

4. CONDITIONS FOR GRANTING LWP

a. A basic condition for approval of extended LWP should be reasonable expectation that the employee will return at the end of the approved period. In addition, at least one of the following benefits should result from such absence.

b. Protection or improvement of employee's health (maternity leave, convalescent leave, etc.). Maternity leave must be granted unless the employee has no intention of returning to duty.

c. Retention of a desirable employee.

d. Increased ability to perform the duties of the position. One year's LWP will be granted to an employee who wishes to return to a college or university to continue his education providing that the subjects he intends to pursue are such that they could be expected to increase the employee's worth to his position, and CIO following the completion of this one-year period of additional training. In each case the employee will be required to submit to his Supervisor a list of the subjects to be taken with his request for such leave without pay.

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e. Providing means for an overseas employee to return to this country for personal reasons, such as family illness.

f. To preserve continuity of service in case of injury or sickness incurred in line of duty, where an employee is granted L.OI in connection with such injury or sickness.

5. PROCEDURE

L.OI will not be authorized initially for any period in excess of twelve (12) months. Requests for any like or shorter period should adhere to the conditions stated above.

a. The employee should request L.OI from his supervisor, giving proper justification.

b. For periods less than sixty (60) days, notice of action will not be issued, and employees will continue to be reported on Form 1130.

c. For extended L.OI, sixty (60) days or longer, Personnel Action notice will be issued. The Office concerned will submit CIO Form 37-3 "Personnel Action Request" to the Personnel Division at least one week in advance of the effective date of the employee's release from active duty.

d. The Transaction and Records Section, Personnel Division, will give the office concerned advance notice of the expiration of L.OI so that the employee can be contacted and the Form 37-3, requesting return to duty, can be properly submitted.

e. In the event an employee does not return from L.OI at the designated time, has not had an extension granted or has not indicated that he will return, it will be necessary to terminate the employee's services due to "Abandonment of Position".

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The office concerned will be responsible for preliminary review and approval of all requests for L.OI for conformance with CIO policy. In cases where justification for L.OI is questionable, the Personnel Division should be contacted for technical advice.

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An individual on extended L.O., sixty (60) days or over, will not be charged against the Personnel Ceiling of the office concerned. However, an employee temporarily filling the position of an employee on extended L.O. will be charged against the ceiling.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A